



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
for
GENERAL PLAN AMENDMENT**

A. PURPOSE

The General Plan Amendment process is intended to allow for the change of the land use designation of a property, or group of properties, or allow for modification of the provisions of the General Plan Policy Document. Such amendments shall be “in the public interest” (Government Code Section 65356.1) and must be internally consistent with other sections contained within the General Plan.

B. FILING REQUIREMENTS

1. Initial Submittal
 - a. Uniform Application.
 - b. **Nine (9)** copies of General Plan Map (see section C)
 - c. Two sets of Public Hearing Noticing Requirements (see section D)
 - d. Statement of Justification (see section E)
 - e. Filing Fees (see Fee Schedule attached to the Uniform Application)
 - f. Environmental Assessment
2. Final Submittal
 - a. CD containing General Plan Map in Digital Format

C. SUBMITTAL PLANS

- Overall map size: Minimum 8 ½” x 11”, Required scale 1” = 500’
- All plans shall be clear, legible and accurately scaled
- Title Block to read as follows:
Exhibit ____, Proposed General Plan Amendment to the City of Morgan Hill Entitled _____.
- Date, scale and preparer of plat
- Legend and north arrow
- Location Map
- Assessor’s Parcel Numbers
- Area proposed for General Plan Amendment
- Existing and proposed General Plan designations

D. PUBLIC HEARING NOTICING REQUIREMENTS

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application

E. LETTER OF JUSTIFICATION

Provide written justification outlining your request for a General Plan Amendment. This letter must answer the following questions, and provide a detailed explanation of your responses.

1. Explain how the proposed amendment represents the best plan use for the property
2. Why is the proposed amendment the best interest of the community?
3. Is there currently a public need for this amendment?